



# A G E N D A

## REDMOND CITY COUNCIL STUDY SESSION FEBRUARY 23, 2016 7:30 PM

COUNCIL CHAMBER, CITY HALL  
15670 NE 85TH STREET

### MAYOR

John Marchione

### COUNCILMEMBERS

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Kim Allen, Vice-President

Angela Birney

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<http://www.redmond.gov/CouncilMeetings>

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Please contact the City Clerk's office at (425) 556-2190 one week in advance of the meeting.

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### Redmond City Council Study Session

- Redmond Zoning Code Amendment: Temporary Use Regulations for Encampments Study Session
- Public/Private Development Quarterly Report
- Special Events Permit Revised Code and Process
- Council Talk Time



**MEMO TO:** Mayor and City Council

**FROM:** Rob Odle, Director, Planning and Community Development, 425-556-2417

**DATE:** February 23, 2016

**SUBJECT: Redmond Zoning Code Amendment: Temporary Use Regulations for Encampments Study Session**

**I. RECOMMENDED ACTION**

For informational purposes only.

**II. DEPARTMENT CONTACTS**

David Lee, Senior Planner, 425-556-2462

Benjamin Sticka, Associate Planner, 425-556-2470

**III. DESCRIPTION/BACKGROUND**

This memo is to further supplement the reports and information already forwarded to the City Council and Mayor, as requested by the City Council at the staff report briefing on February 16, 2016. The City Council had inquired about local comparative cities in regards to permit fees. Attachment A of the memo surveys local comparable cities in regards to permit costs, length of stays, days required in between stays, and processing times of issuing temporary encampment permits. Six jurisdictions were surveyed, including King County.

The City Council, in response to the reduction of permit fee recommendation, also inquired about cost recovery. Per the City's policy, full cost recovery is followed in setting fees. The current fee for temporary encampments is \$2,684.36. The permit for temporary encampments falls under a general fee for all temporary uses (seasonal outdoor retail, mobile services, vending carts, private events, etc). Staff time is currently billed at \$116.83/hr. Approximately 23 hours are built into the fee, however this fee would also account for any materials involved such as meeting spaces, fliers, postage, etc. Staff estimates the following hours would be required for one temporary encampment review under the current statute. All numbers in (#) represent the amount of hours required by staff:

Application Intake (1)

Preparation for Technical Committee (1)

Technical Committee (0)

Preparation for Notice of Application and Public Meeting (8)

- Preparing the forms
- Obtaining mailing labels
- Copying and stuffing envelopes (copy costs unknown)
- Postage (cost unknown)
- Coordination with applicant to post whiteboard sign
- Posting notice on the sign
- Addressing citizen comments (written and verbal)

Set up for Public Meeting (6)

- Contact Meeting Host Site (i.e. School/Church/Organization), Obtain form
- Complete form and return to meeting host
- Prepare materials
- Meeting setup
- Conduct meeting
- Clean up

Prepare Approval Letter (4)

- Draft letter
- Route Letter
- Mailing of Letter to applicant and all Parties of Record (mailing cost unknown)

Respond to Questions From Community (1 minimum)

Code Enforcement & Compliance Inspections (3 minimum)

Appeals (unknown)

Total: 24 hours (not including staff hours spent on appeals)

With the current 2016 rate of \$116.83/hr, the total cost to the City would be approximately \$2,803.92 per temporary encampment permit. If the Planning Commission's recommendation (5 stays) is approved by the City Council, an encampment temporary use permit would require approximately 36 hours (12 additional hours for courtesy mailings with each additional stay). Thirty-six hours equates to \$4,205.88. With the Technical Committee's original recommendation of three stays, the total hours required for a review cycle would be 30 hours (6 additional hours for courtesy mailings with each additional stay). Thirty hours equates to \$3,504.90.

Additionally, regarding "grandfathering" previously issued encampment temporary use permits was raised at the Council meeting. Several questions arise from this issue such as: Does the City issue a monetary refund or issue credits for further stays? Does the grandfathering of fees paid set precedent for other future development fees

which may decrease? City staff is currently researching the legal issues of grandfathering fees and the issuance of credits, and will present the information at the City Council Study Session.

**Council Actions/Communication**

<b>Date</b>	<b>Action/Committee Presentation</b>
June 9, 2015	Planning & Public Works Committee
October 13, 2015	Planning & Public Works Committee
December 8, 2015	Planning & Public Works Committee
January 12, 2016	Planning & Public Works Committee
February 16, 2016	City Council Meeting – Staff Report Briefing
February 23, 2016	City Council Study Session
March 1, 2016	Council Action

**IV. IMPACT**

A. **Service/Delivery**: This proposed zoning code text amendment would not have a direct impact on service/delivery as the proposed amendments are less impactful to those seeking a temporary encampment permit than what is currently allowed.

B. **Fiscal**: This proposed Comprehensive Plan amendment would have a direct fiscal impact. The proposed amendment would affect revenue in the future as the consideration called for by the proposed amendment would affect the amount of times a fee is collected and also how much is collected.

**V. ALTERNATIVES TO STAFF RECOMMENDATION**

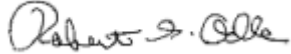
None

**VI. TIME CONSTRAINTS**

The Planning Commission completed a recommendation on this proposal in December 2015. Timely review and decision is recommended.

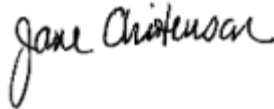
**VII. LIST OF ATTACHMENTS**

Attachment A. Comparable Cities – Cost & Stay



\_\_\_\_\_  
**Robert G. Odle, Director of Planning and Community  
Development**

**02/19/2016**  
**Date**



Approved for Agenda \_\_\_\_\_

**Administrator**

**Jane Christenson, Deputy City**

**02/19/2016**  
**Date**

## **ATTACHMENT A**

### Comparable Cities Cost & Stay:

	Woodinville	Kirkland	Bellevue	Sammamish	Issaquah	King County	Redmond
Permit Fee	\$1,817.00	\$218.00	\$247.00	\$1,200.00	\$25.00**	\$2,195.00	\$2,652.53
Length of Stay	60 Days	92 Days	60 Days*	4 Months	X**	122 Days	110 Days
Days In Between Stays	365 Days	365 Days	18 Months	18 Months	X**	365 Days	365 Days
Code Citation	WMC 21.32.120	KMC 127.30	BCC 20.30U.125	SMC 20.05.020	IMC 5.14	KCC 21A.45.060	RZC 21.46.020
Permit Processing Time	2 Months	1 Month	2 Months	2 Months	Unknown	1 Month	45 Days

Average Permit Cost Per Stay: \$1,135.340 (excluding Redmond & Issaquah)

Average Stay Allowance: 91 Days (excluding Redmond & Issaquah)

Average Required Days In Between Stays: 435 Days (excluding Redmond & Issaquah)

Average Potential Processing Time: 48 Days

\* Bellevue does offer an opportunity for host organizations to increase the stay to 90 days.

\*\*Issaquah has not adopted any formal ordinance regarding temporary encampments. The “Special Use” permit allows for special events and uses, however there are no prescribed stay limitations.



**MEMO TO:** Members of the City Council

**FROM:** Mayor John Marchione

**DATE:** February 23, 2016

**SUBJECT:** Special Events Permit Revised Code and Process

**I. RECOMMENDED ACTION**

The City Council is asked to review and discuss the proposed revised special event permit application, municipal code, and fees. At the study session, staff will make a brief presentation, discuss the desired outcomes and features of the process improvement, and respond to Council questions. Policy direction is requested.

**II. DEPARTMENT CONTACTS**

Ryan Spencer, Recreation Business Office Administrator 425-556-2366

Mark Hickok, Recreation Manager 425-556-2356

Katie Anderson, Parks and Recreation Acting Director 425-556-2334

**III. DESCRIPTION/BACKGROUND**

This issue was discussed at Parks and Human Services Committee on October 6, 2015.

Redmond Municipal Code Chapter 10.60 provides for city special event permits and policy. It was adopted by the Council in 1988. Per the code, Public Works has managed the process and approved special event permits, based on the concept that events use or impact city streets, sidewalks, or rights-of-way.

The number of special events permitted in Redmond has increased over the past few years. In 2012, there were twenty-four permitted special events, including eleven run/walk/bike events and eight City of Redmond events. Parks and Recreation Department employees provided direct support for four of the outside produced events and were involved at some level in nine of the events. There were 36 permitted events in 2015, 25 produced by other organizations and 11 by the City.

While streets and sidewalks are frequently used for runs, walks and parades, other city venues, such as municipal campus, Redmond Central Connector, and Downtown Park are now reserved for special events more often; Ananda Mela, Festival of Color, Denali Dash, So Bazaar, and Beat the Bunny are examples. In the future, we anticipate that Downtown Park and Cleveland Street will be popular event venues.

The increase in the number of special events in Redmond has resulted in significant staff time to process and coordinate the event permits. On average, a permit has taken eleven employee hours for application intake, communication and permit processing. This does not take into account staff time for review, communication, and coordination by Public Works streets, Police traffic, Park Operations, Recreation, and other city divisions.

In November 2014, an interdepartmental team was formed to evaluate the existing special event permit process. The team included representatives from PW Traffic Operations, PW Construction, Police, Park Operations, Fire Prevention, Fire Suppression, Planning, Business Licensing, MOC Streets, Tourism/Parking, Code Enforcement, Information Services, Recreation – Business Office/Events/Arts, and Finance. The following issues were identified:

- Customer (event producers) confusion about who to contact in the city
- Staff time required for the application process, paperwork, coordination and communication with customers
- Lack of clarity (internal and external) about permits required for various event activities (tents, food booths, business licensing, etc.)
- Permit fees and recovery of city costs
- Decision making about city approvals, event support, sponsorship or co-sponsorship lacks objective criteria or process
- Various permits used for different events, resulting in multiple processes, support, and fee structure (special event permit, parks miscellaneous use permit, municipal campus use with special event contract)
- Communication and coordination challenges related to traffic, security, site use, parking impacts
- Incomplete applications or applications submitted with short notice, resulting in additional staff resources and interdepartmental coordination required
- Lack of complete information available on city website

The team concluded that there were opportunities for improvement. They mapped out the existing processes and identified the following desired outcomes:

- Encourage and support a variety of quality arts, culture, events and celebrations in Redmond
- Provide outstanding customer experience with complete and accurate information, available online
- Develop clear and consistently applied guidelines, standards, contracts, and fees
- Have a “one stop” approach for city contact, coordination and communication with customers and event producers
- Find efficiencies in permit routing and approval
- Effectively manage City risk/ liability and staffing resources
- Achieve clarity about cross-department staff roles and work flow
- Improve quality/content of information submitted on applications, to reduce staff time for review, communication/coordination with producers, and permit processing
- Retain existing and attract new event producers/presenters
- Effectively manage existing and new city event venues.



With these issues and outcomes identified, staff surveyed 2014 special event permit customers, and researched special event permit processes and fee structures in other jurisdictions, including Seattle, Bellevue, and Kirkland. Documents were drafted, reviewed and revised. Fees charged for prior event permit applicants were compared to the proposed fee structure. The City attorney reviewed and provided comment on the draft code revisions. The work of the special event permit team resulted in proposed revisions to the special event permit application, the municipal code and the fee structure.

The key features of these are:

- A special event permit coordinator to organize the process (lead department is currently Parks and Recreation)
- A Special Event Committee, with multi-department representation, to review applications, provide terms and conditions for permit approval
- Procedures developed, with criteria outlined for permit approval/denial decisions
- Three tiered fee structure: non-refundable application fee; permit fee based on event duration and estimated attendance; additional fees based on estimated/actual city costs to provide support services (security, electrical access, etc.); higher permit fee for applications that are submitted fewer than 90 days in advance of event
- A new permit application, with checklist and timeline, online fill-in capability, and web links to supplemental information

#### **IV. IMPACT**

A. **Service/Delivery**: The new special event application form has been used in test mode with two outside event producers and one Recreation program producer. Here is a summary of that customer feedback: Application is great and “VERY” complete, easy to understand and navigate; links to other permits necessary and are helpful; checklist on last page is very handy; form maybe a little complex for small/simple events, but uncomplicated to navigate and complete; type-in form is good, easy to change the dates to apply for another year; happy to see that all festival information could be filled in and updated.

Special event permit applications have been coordinated by Parks and Recreation staff at the ORSCC Business Office since fall 2015; however, per current code, the Public Works Director continues to approve the permits. The revised code provides for permit approval by the Parks and Recreation Director. We propose that the use of the new application form, process coordination, and permit terms and conditions from the Special Event Committee be implemented immediately following Council adoption of the new RMC.

To evaluate performance, we will monitor a number of indicators, including date of application submission to date of permit issuance to date of event, staffing hours required to coordinate the permit process, and the number of outside event producers selecting Redmond as their host city.

B. **Fiscal:** The current special event permit processing fee is \$137.77; this amount includes a \$133.76 application fee and a 3% technology surcharge. The current code provides a refundable cash performance deposit of 150% of the permit fee or \$206.66, due before the permit is issued. For some events, the costs associated with city support services are invoiced and reimbursed.

The proposed fee structure provides for a \$75 non-refundable application fee, a permit fee based on the event duration and estimated attendance, and additional fees based on estimated (and actual) city costs to provide support services. The intent of the fee structure is to charge fees that take into account the impacts of the particular event (attendance and duration of event on public property), in addition to reimbursement of the direct costs for specific support services provided by the city. We propose that the new fee structure be implemented with an effective date of September 1, 2016. This will provide sufficient advance notice for current and future permit applicants.

## V. ALTERNATIVES TO STAFF RECOMMENDATION

The Council could choose to retain the existing RMC 10.60, or revise all or parts of the proposed RMC 10.62, the proposed fee schedule and new permit application.

## VI. TIME CONSTRAINTS

None

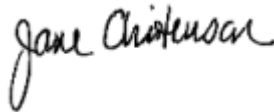
## VII. LIST OF ATTACHMENTS

- A. Special Event Permit Application
- B. Proposed Special Event Fee Schedule
- C. Special Event Permit Comparison Summary
- D. Revised RMC 10.62 Special Event Permit



Katie Anderson, Deputy Director of Parks and Recreation

02/18/2016  
Date



Approved for Agenda \_\_\_\_\_

02/18/2016  
Date

Jane Christenson, Deputy City  
Administrator



# Special Event Permit Application

Office Use Only

Return To: ATTN: Special Event Permit Coordinator  
(mail or in person) Old Redmond Schoolhouse Community Center  
16600 NE 80<sup>th</sup> St., Redmond, WA 98052  
Business Hours: Monday – Friday 8am-8pm

[eventpermit@redmond.gov](mailto:eventpermit@redmond.gov)

Phone: 425-556-2300

Fax: 425-556-2303

**Non-Refundable \$75 Application Fee required for applications to be reviewed.** Thank you for choosing the City of Redmond for your event. The purpose of the Special Event Application is to assist in planning and presenting a safe and well-organized event. Your completed application is required no less than ninety (90) days prior to your event. Please provide all information requested (attach site/route maps, lists of vendors, and additional information required) as incomplete applications will not be accepted. Your application will be reviewed by the Special Event Committee. If approved, fees, terms and conditions for your special event will be determined, documented and provided to you.

## 1. APPLICANT INFORMATION

Sponsoring/Producing  
ORGANIZATION NAME

Is this a nonprofit or charitable organization? If yes, please provide/attach Federal IRS 501(c)1 or (c)3 exemption certificate.

Mailing Address, City, State, Zip	Street Address		
	City, State, Zip		
Application Contact	Name	Secondary Contact	Name
	Title/Responsibilities		Title/Responsibilities
Phone	Mobile	Phone	Mobile
Email		Email	
Day-Of/On-Site Event Contact	Name	Title/Responsibilities	Mobile
Organization/Event Website <a href="http://www.">http://www.</a>		Facebook	Twitter
You may provide/attach event brochures, mailings, promotional materials, etc.			

## 2. EVENT INFORMATION

EVENT NAME					Expected Daily Attendance	
Event Dates/Times (Dates/Times OPEN to attendees)					Participants & Spectators	Staff & Volunteers
Day 1	Date	Day	Start Time	End Time		
Day 2	Date	Day	Start Time	End Time		
Day 3	Date	Day	Start Time	End Time		
Event Setup/Takedown Dates/Times (Dates/Times event site access is needed for preparation and cleanup)					Total Attendance (Add all rows & columns)	
Day 1	Date	Day	Start Time	End Time		
Day 2	Date	Day	Start Time	End Time		
Day 3	Date	Day	Start Time	End Time		
Event Location	Site/Facility/Park Name					

Describe in detail, include address and/or proposed route if applicable. ATTACH REQUIRED MAPS (See Section 4).

3. EVENT DETAILS				
Has this event been produced before?	Has this event been produced before in Redmond?	Is this an annual event?	Previous name(s) of event.	How many years?
Are there any changes from previous years?	If yes, describe changes.			
Admission/Participation Fee Charged?		If yes, amount?		
Please note that if you charge an event admission, a City of Redmond admission tax of 5% of the amount paid for admission may be levied per RMC Chapter 3.28.030. <a href="http://www.redmond.gov/business/taxes">http://www.redmond.gov/business/taxes</a>				
Event Type	Choose event types below that pertain to your event (select all that apply).			
	Parade	Festival	Run/Walk	Concert
	Free Event	Fair/Carnival	Performing Arts	Promotional
	Fundraiser	Sporting Event	Cycling	Other
	If "Other" selected, please describe.			
	Is this event open to the public?			
Event Description	Describe the event.			
Please attach the required detailed event timeline to this application. Include sequence of activities, days/times of equipment deliveries, and all applicable occasions the event site will be accessed.				
Equipment Setup and Takedown	Will your event require electricity?		Will you be providing your own power source (generators)?	
	If applicable describe any power source needs you request be provided by the City.			
	Choose equipment below that will be used at your event (select all that apply and please show location and size of all temporary structures on site map provided in Section 4).			
	Staging/Scaffolding	Tents/Canopies	Generators	
	Fireworks	Inflatables	Portable Restrooms	
	Amplified Sound	Signage	Sinks/Hand-Washing Stations	
	For temporary structures such as tents/canopies, please complete and attach the <a href="#">Fire Code Permit Application</a> . Fire permits may be required for temporary structures that need to be inspected by the Redmond Fire Department.			
	Please list the outside companies/vendors that you are using for set up/takedown of equipment for any of the checked boxes above.			

#### 4. MAPS

<b>Site Map Required</b>	<p>A detailed site map is required for all events. Submit in color, in an electronic format, or a clear and legible hand drawn map on a single sheet and attached as a separate document with this application. Submit to the Special Event Permit Coordinator. Please see the <a href="#">Special Event webpage</a> for City Hall Campus map templates.</p> <p>The <u>Site</u> Map shall include the following information:</p> <ul style="list-style-type: none"> <li>• North, indicated by a directional arrow symbol.</li> <li>• Name of the venue/location of event, and surrounding street and intersection names.</li> <li>• The overall Event Area (including on/off-site parking, if appropriate).</li> <li>• Location of all temporary and permanent structures (including but not limited to stages, vendors, booths, tents, portable toilets, vehicles, shelters, etc.).</li> <li>• Location of electrical equipment and services (generators, outlets, spider boxes, cord covers for all path crossings, etc.).</li> <li>• Location of promotional banners, signs, fencing, barricades and all exits and gates.</li> <li>• Location of your event logistics center, medical/first aid station, emergency vehicle access points.</li> </ul>
<b>Route Map Required</b>	<p>A detailed route map is required for events that require street and/or trail use (such as runs/walks/racing type events). Submit in color, in an electronic format, or a clear and legible hand drawn map on a single sheet and attached as a separate document with this application. Submit to the Special Event Permit Coordinator.</p> <p>The <u>Route</u> Map shall include the following information:</p> <ul style="list-style-type: none"> <li>• North, indicated by a directional arrow symbol.</li> <li>• Name of the venue/location of event, and surrounding street and intersection names.</li> <li>• The overall Event Area (including on/off-site parking).</li> <li>• Start and Finish lines.</li> <li>• Directional arrows showing path of travel.</li> <li>• Any signs placed on route by event producer.</li> </ul> <p>If you plan to use any King County trail such as the Sammamish River Trail, please contact King County Trail Usage Coordinator at 206.296.4221 to obtain the required permit. Fees may apply.</p>

#### 5. VENDORS

Does your event have vendors selling or distributing merchandise or services?	How many?
Does your event have vendors selling or distributing food or beverages?	How many?
<p>If yes, please contact (425)556-2193 or <a href="mailto:businesslicense@redmond.gov">businesslicense@redmond.gov</a> to obtain a Master Business License. A Master Business License is required by anyone organizing, promoting, sponsoring, or conducting events, such as festivals, farmer's market, arts and craft show, trade shows, or when an admission fee is charged. A Master Business License applies for events where multiple dealers or vendors are selling goods or services at a single location and which meet duration and frequency criteria. The license will cover all dealers and vendors involved in the event, so that individual vendors are not required to obtain separate business licenses. The applicant/event organizer is responsible for submitting a Master Business License Application at <u>least 30 days prior</u> to the event along with:</p> <ul style="list-style-type: none"> <li>• Business license fee, which is based on the total number of hours to be worked at the event.</li> <li>• Minimum License Fee is \$106.90 which covers 1,920 hours worked in the City in a calendar year.</li> <li>• List of all participating dealers/vendors (food/beverage and merchandise/services).</li> <li>• Non-profit organizations with an IRS 501(c)3 exemption certificate are exempt from license fee.</li> </ul>	
<p>Please provide a copy of the list of all participating dealers/vendors (food/beverage and merchandise/services) to the Special Event Permit Coordinator after submitting your Master Business License Application to the business licensing office. Please identify what dealers/vendors will be selling or distributing.</p> <p>Additionally, if you are serving, handling or preparing food or beverage, contact Seattle &amp; King County Public Health Food Protection Program prior to hosting your event to obtain a food business permit and inspection. For more information call 206-263-9566 or visit the website at <a href="http://www.kingcounty.gov/health">www.kingcounty.gov/health</a>.</p>	

## 6. ALCOHOL

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor and Cannabis Board (WSLCB) regulations, licensing and permit regulations. It is required that the City and WSLCB grant permission for alcohol to be sold or consumed at a public event. The State licenses and permits are available online at <http://www.liq.wa.gov/licensing/special-licenses-and-permits>

- **Special Occasion License:** Allows a bona fide nonprofit organization to sell liquor at a specified date, time and place. Examples include a fundraising dinner, gala event, auction, or wine tasting (per WSLCB, this is required to be submitted 45 days before event).
- **Banquet Permit:** Allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, or club organization or church events.

Please note these are only common examples of permits/licenses issued. It is your responsibility to obtain the correct permits/licenses through WSLCB.

Will there be alcohol?

If yes, indicate the type of permit you are applying for.

The Special Event Committee requires a detailed schematic/layout of any intended beer/wine/liquor "garden" areas that depicts fencing, entrances, exits, dimensions, and maximum intended capacities.

Is your layout attached to this application?

### Alcohol Service Area/Beer Garden Dates/Times

Day 1	Date	Day	Start Time	End Time
Day 2	Date	Day	Start Time	End Time
Day 3	Date	Day	Start Time	End Time

## 7. CARNIVAL/CIRCUS/AMUSEMENT ACTIVITIES

Will there be any carnival, circus or amusement activities?

If yes, a separate [Single Use IFC Permit](#) (International Fire Code Permit for Carnivals and Fairs) is required from the City of Redmond, per Chapter 5.28 of the RMC in addition to a business license (select link for application).

## 8. ANIMALS

Will there be animals (petting zoo, pony rides, dog walk/run, etc.)?

## 9. FIREWORKS

Will there be fireworks at your event?

If yes, please provide details below.

Firework Details	Company Name	Contact Name	Phone	Email
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Additionally, you are responsible to obtain a [Single Use IFC Permit](#) (International Fire Code Permit for Fireworks for Public Display) from the City of Redmond Development Services Center. A permit from the Office of the State Fire Marshal at the Washington State Patrol may also be required. For more information, call 360-596-3913 (select link for application).

## 10. AMPLIFIED SOUND/MUSIC

Please review the City of Redmond [noise ordinance](#) to ensure your event complies with City code.

Does your event have amplified sound (public address system, speakers, etc.)?

Does your event have live or recorded music?

If yes, please describe.

If yes, please describe.

Date(s)

Date(s)

Start Time(s)

Start Time(s)

End Time(s)

End Time(s)

## 11. STREET USE/SIDEWALKS/PARKING

Does your event use any streets?

Does your event use any sidewalks?

Does your event require any street or sidewalk closures?

Does your event require closure of on-street parking in time-limited parking areas?

If you answered yes to any question above, please include on your detailed Route Map (Section 4) a listing of proposed street and/or sidewalk closures, a proposed traffic management plan, and a pedestrian route detour if sidewalks will be closed.

Barricades, traffic cones, "No Parking" signs, meter permits, etc., may be required by the Public Works Department as part of your Traffic Management Plan. You are responsible for all costs related to your traffic management plan. For information on temporary traffic management plans please refer to the [City of Redmond Work Zone Manual](#).

Please consider the vehicle parking requirements for your event, and any impact resulting from right-of-way use. ([Downtown Redmond Parking Map](#))

What is your vehicle parking estimate (in total number of spaces, both on-site and off, including ADA)?

Will there be bicycle parking?

If you plan to use any King County trail such as the Sammamish River Trail, please contact King County Trail Usage Coordinator at 206.296.4221 to obtain the required permit.

Please note, if your proposed event will impact local businesses and residents due to use/closure of City streets, sidewalks, on-street parking, etc., you may be required to provide advanced notification to the affected surrounding area regarding activities of the event, date(s), times(s), location/route, and possible impacts of the event. This will be determined by the Special Event Committee.

## 12. FIRST AID/MEDICAL SERVICES

What (if any) first aid or medical services will be provided?

If yes, will you be requesting Redmond Fire Department to provide this service?

### 13. POLICE/SECURITY

Will you have security at your event?

If yes, please provide company name and contact information.

Please provide your plan for security and public safety. Include contact names and numbers for day-of/overnight on-site event security personnel, and roles and responsibilities.

**Your event may require the use of police officers for public safety and/or traffic management. These needs will be determined by the Special Event Committee as part of the application/event review process. Please note you are responsible for costs associated with City of Redmond Police officers determined to be required at your event.**

### 14. INFORMATION/ FIRST AID/ LOST CHILDREN

Do you have a location and/or designated booth for general event information?

Do you have a location and/or designated booth for first aid?

Do you have a location and/or designated booth for lost children?

Please provide details on your plan to address these items.

### 15. EMERGENCY EVENT MANAGEMENT PLAN

**Please submit an emergency plan for your event. See details below.**

Is your Emergency Plan attached to this application?

**An emergency situation may result from one or more of the following:**

- A weather storm, earthquake, or other force of nature.
- Situation that affects the safety of human life or damages physical property.
- Situation in which the operations of the event has an impact on the public.

**The emergency plan should include the following:**

- Contact personnel authorized to provide statements about the event or emergency.
- Details and location of signage or methods of informing the public about first aid locations, lost children, lost and found, etc.
- An identified evacuation area with evacuation route.
- Procedures you will follow in case of an emergency or disaster at your event.
- Communication methods and procedures you have made within your event management team, and with necessary authorities (Police, Fire).
- Information about how you have prepared your volunteers and staff to handle an emergency situation.
- Copies of your emergency plan are required to be on site at the event, and submitted with this Special Event Application.



## 16. GARBAGE/RECYCLING

Collection Requirements	Garbage and recycling collection, and all related expenses, are the responsibility of the event organizer. Washington State law requires vendors and organizers for festival, sports facilities, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are sold. See <a href="#">RCW 70.93.093</a> for complete information.
	Per Redmond Municipal Code 6.30, no company other than Waste Management Inc., the City's garbage service provider, may engage in garbage collection within the city. Contact Waste Management Inc. directly at 800-592-9995 to order garbage and recycling service for your event. If you would like assistance with determining the appropriate service level or for information about how to reduce the waste generated by your event, please visit the City's <a href="#">Natural Resources Division webpage</a> .
	Are you going to be contracting collection containers for recycling and trash at your event?
	How many collection stations are you having at your event?
	Trash _____ Recycling _____
	Provide details about the locations of garbage and recycling bins on the required Site Map (Section 4). Include your drop-off and pick-up times in your required detailed event timeline (Section 3).
	You are responsible for making sure all recycling and trash debris within the area of the event is cleaned up. This includes public streets and nearby areas that are reasonably related to the event.

## 17. SANITATION SERVICES

Will you be providing Sani-cans, sinks, hand-washing stations and/or other water services?
Provide details about the locations of Sani-cans, sinks, hand-washing stations and/or other water services on the required Site Map (Section 4). Include your drop-off and pick-up times in your required detailed event timeline (Section 3).

## 18. FEE SCHEDULE/INFORMATION

Application Fee	The \$75 non-refundable permit application fee is required to be submitted with the completed application. The application will not be reviewed and processed without the application fee.
Permit Fee	This fee is due prior to issuance of the Special Event Permit. The fee is based on the attendance and duration of the event and is required to be paid in full no later than thirty (30) days prior to the event.
Additional Fees	This fee includes estimated City services required in connection with the special event. Includes items such as City services/staff support costs, business license fees, additional permit fees, utilities, etc. based on terms and conditions of the permit. Failure to make payment may result in denial or cancellation of City services. Cost of City services will be estimated by the Special Event Committee in advance based on the information provided in your application and accompanying documents. All estimated additional fees are required to be paid in full no later than thirty (30) days prior to the event.
Post-Event Fees and Refunds	After the event takes place, if actual City services provided varies from estimated amounts: <ul style="list-style-type: none"><li>The event organizer will pay the additional charges if the actual cost is more than estimated cost (this includes costs incurred by the City for additional clean-up and/or repairs necessary as a direct result of the event).</li><li>The City will refund the event organizer if actual cost is less than estimated cost.</li></ul> Payment or refund shall be completed no later than thirty (30) days after the event.

## 19. INSURANCE REQUIREMENTS/INDEMNIFICATION/WAIVER OF LIABILITY

Indemnification and Hold Harmless Agreement shall be submitted with the special event permit application (last page of application). Evidence of insurance is required to be provided to the Special Event Permit Coordinator no later than thirty (30) days prior to your event. A special event permit will not be issued until all insurance requirements have been received, verified and approved. The City of Redmond, including its officers, employees, and volunteers, shall be named as additional insured. Additional insured endorsement (Form CG2026 or CG2012 or equivalent – Indemnification Binder) shall be attached to the certificate or it will not be accepted. Please email your proof of insurance to the Special Event Permit Coordinator.

Please see the [Special Event webpage](#) for an explanation of insurance requirements.

## 20. SIGNATURE

I certify that the statements and information I have provided on this application are true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. I acknowledge that all information provided by me and contained in this application is subject to public disclosure, and is available for public inspection pursuant to State of Washington RCW 42-17-260. Further, I certify that I will pay all City fees and taxes as required.

I have read and understand that failure to comply with the regulations listed on this application is grounds for immediate cancellation of an issued permit or license.

SIGNATURE OF APPLICANT

PRINTED NAME

DATE



## INDEMNIFICATION & HOLD HARMLESS AGREEMENT

THE UNDERSIGNED does hereby agree to indemnify and hold harmless the City of Redmond, its officers, agents and employees, from any and all claims or liability of any nature whatsoever for the injury to or death of any person or damage to any property, real or personal, including attorney's fees, arising out of or occasioned in any manner by reason of (describe activity) \_\_\_\_\_

provided that with respect to injuries and damage resulting from the concurrent negligence of (a) the City or the City's agents or employees, and (b) the undersigned, or the undersigned's agents or employees, this agreement is valid and enforceable only to the extent of the negligence attributable to the undersigned. The undersigned waives immunity under RCW Title 51, the Industrial Insurance Act, and similar statutes, for purposes of this agreement only and acknowledges that this waiver has been specifically negotiated.

This agreement is signed and executed in consideration of \_\_\_\_\_

(Describe Consideration: event title, location, date and time of event)

\_\_\_\_\_  
Signature/Title

Accepted:

\_\_\_\_\_  
Date

CITY OF REDMOND

By: \_\_\_\_\_

Title: \_\_\_\_\_

## APPLICATION CHECK LIST

The following check-list is provided to assist you in ensuring that all required/requested documents are included in your application packet. Incomplete applications will not be accepted or reviewed. Items requested not listed as “due immediately” will be required by the due date as outlined in the application in order for final event approval and permit to be issued.

Items/Documents (pertaining section)	Required	Due
<input type="checkbox"/> Completed Special Event Permit Application (Sections 1-20) <input type="checkbox"/> Detailed event timeline (Section 3) <input type="checkbox"/> Event Site Map (Section 4) <input type="checkbox"/> Event Route Map, if applicable (Section 4) <input type="checkbox"/> \$75.00 permit application fee (Section 18) <input type="checkbox"/> Signed Indemnification and Hold Harmless Agreement (Section 19) <input type="checkbox"/> Signature (Section 20)	Yes Yes Yes Yes Yes Yes	Immediately w/Application Packet Immediately w/Application Packet Immediately w/Application Packet Immediately w/Application Packet Immediately w/Application Packet Immediately w/Application Packet
<input type="checkbox"/> List of all participating dealers/vendors (Section 5) <input type="checkbox"/> Master Business License (Section 5) <input type="checkbox"/> Alcohol license/permit, if applicable (Section 6) <input type="checkbox"/> Emergency Event Management Plan (Section 15) <input type="checkbox"/> Final permit fee payment (Section 18) <input type="checkbox"/> Certificate of liability insurance (Section 19) <input type="checkbox"/> All other applicable permits, licenses, etc. required for your event (various sections - as identified in the information provided throughout this application)	Yes Yes Yes Yes Yes Yes Yes Yes	No later than 30 days prior to event No later than 30 days prior to event No later than 30 days prior to event No later than 30 days prior to event No later than 30 days prior to event No later than 30 days prior to event No later than 30 days prior to event No later than 30 days prior to event
<input type="checkbox"/> Event brochures, mailings, promotional materials, etc. (Section 1)	No	If providing, preferred immediately w/Application Packet

## Fee Schedule for Special Event Permit - 02/23/2015 draft

**Application fee** (non-refundable) \$75.00  
Due with submitted application

**Permit Fee**  
Due prior to issuance of permit

Fewer than 100 participants/attendance	\$45.00 per hour (aligns with Park Use Permit)
100 - 1,000	\$70.00 per hour
1,001 – 5,000	\$105.00 per hour
5,001 – 10,000	\$160.00 per hour
10,001 – 25,000	\$240.00 per hour

Fee, if application is submitted fewer than 90 days before proposed event

Fewer than 100 participants/attendance	\$90.00 per hour
100 - 1,000	\$140.00 per hour
1,001 – 5,000	\$210.00 per hour
5,001 – 10,000	\$320.00 per hour
10,001 – 25,000	\$480.00 per hour

### **Additional fees for direct City Services, permit terms and conditions**

Estimated expenses are due 30 days prior to event. If actual cost for City services differs from estimate, applicant/organizer will pay additional fees, or City will refund excess fees within 30 days after event.

Examples:

- Two Police officers required for on-site event security/crowd and parking control (\$ Police officer hourly rate times X hours times 2 officers = \$ additional fee)
- One Parks Operations staff required to assist with electrical hook up for food booth vendors at city park (\$ Park staff hourly rate times X hours = \$ additional fee)
- Public Works barricades required on street for fun run start (\$ staff hourly rate times X hours to place and pick up barricades in city truck times X staff = \$ additional fee)
- If required by terms and conditions of the permit additional fees could also include items like business license fee, fireworks permit fee, utilities, etc.

## Special Event Permit – Summary Comparison

	<i>Current</i>	<i>Proposed</i>
<b>Municipal Code</b>	RMC 10.60	New RMC 10.62
<b>Purpose</b>	Regulate activities on private or public property that impact standard and ordinary use of public streets, rights of way and sidewalks.	Permit events conducted on streets, rights-of-way and public property in the interest of health and safety. Recognize importance of supporting events that are safe, well planned, and provide community benefit.
<b>Permit Approver</b>	Public Works Director	Parks and Recreation Director
<b>Coordination</b>	Planning intake (moved to Recreation Division in fall 2015)	Special Event Permit Coordinator intake – “one stop” customer service
	Multi-department staff reviewed. Process varied, depending on the event.	Special Event Committee with multi-department representation. Intent to have consistent review process.
<b>Procedure and permit approval decision</b>	Not outlined in RMC	Step-by-step procedure outlined in proposed revised code
	Conditions for decision and permit issuance not outlined in code	Conditions for decision and permit issuance criteria outlined in proposed revised code
	Standards/criteria for denial of permit included in code	Expanded criteria/standards for denial of permit in proposed revised code
	Various permits used (Misc Park Use, Special Event Permit, Special Event contract)	Permit with terms, conditions, applicable fees clearly and consistently applied
<b>Fee structure and fees</b>	Non-refundable application fee of \$132.18 + 3% technology surcharge	Non-refundable application fee
	Permit fee with costs related to street management costs and level of city sponsorship (not consistently applied)	Permit fee based on duration of event and estimated attendance
	Performance deposit required of 150% of permit fee (refundable)	No performance deposit required. Additional fees may be required for permit conditions and city services (direct cost recovery)
<b>Exceptions (permit not required)</b>	Private social gatherings which do not use city streets, other than for lawful parking	Funeral procession; public gathering in park fewer than 100 people (Park Use permit may be required); garage and rummage sales; temporary sales conducted by businesses that do not impact streets or sidewalks (a Temporary Use permit may be required by Planning); private social gatherings and events held on private property (and city public safety services not required); lawful picketing on sidewalks; activities conducted by government agency.
<b>Appeal of denial</b>	City Council with written notice to city clerk	Hearing Examiner with written notice to special event permit coordinator



Chapter 10.62  
PERMITS FOR SPECIAL EVENTS  
Draft 02/23/2016

**10.62.010**

**010 Purpose.**

It is the purpose of this code to provide for the issuance of special event permits for events conducted on the public streets, rights-of-way, and public property of the city in the interest of public health, safety and welfare; and to provide for fees, charges and procedures required to administer the permit process.

**020 Policy.**

It is the policy of the city, as implemented through this code and any procedures adopted hereunder, to recognize the significant community benefits that result from special events. Special events play a key role in making Redmond a dynamic place to live, work, play and visit. These events provide cultural enrichment, promote tourism and economic vitality, and enhance community pride and identity. The City of Redmond has a role in regulating and supporting special events. It is the city's goal to have successful events that are safe and well-planned, enrich and enliven the community and further the goals and reflect the values of the city. It is the city's obligation to protect public health and safety, and to ensure that impacts to the surrounding areas are addressed.

**030 Intent and limitation of liability.**

It is the specific intent of this code and any procedures adopted hereunder to place the obligation of complying with the requirements of this code upon the applicant, and no provision of this chapter is intended to impose any duty upon the city or any of its officers, employees or agents. The issuance of a special event permit under this chapter does not obligate or require the city to provide city services, equipment, or personnel in support of a special event.

This chapter shall not be construed as imposing upon the city or its officials or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which permit have been issued. The city and its officials and employees shall not be deemed to have assumed any liability or responsibility by reasons of any inspections performed, the issuance of any permit, or the approval of any use of the right-of-way.

**040 Definitions.**

The following words and phrases when used in this chapter shall mean:

- "Admission tax" means a tax of five percent on the amount paid for admission to a theater, public dance or dance hall, amphitheater, auditorium, stadium, athletic park or field, cabaret, circus, carnival, swimming pool, skating rink, exhibition, amusement park or side show, picnic ground, or any other similar type of place. Also, means a charge for season tickets or subscriptions, or a cover charge to clubs, lounges or similar places (RMC 3.28).
- "Annual event" means an event produced on a recurring basis each year, scheduled on or about the same date, which may have previously complied with the permit requirements of this code.



- “Applicant” means a person, organization or agent authorized to obtain a permit on behalf of an organization, which completes the application to conduct an event governed by this chapter, and who is the primary contact for the special event. The applicant must be 21 years of age or older. The applicant shall be the person, organization, company or corporation conducting the event.
- “Demonstration” means a public display of group opinion as by a rally or march, the principle purpose of which is expressive activity.
- “Event organizer” means any person who conducts, manages, promotes, organizes, aids or solicits attendance at a special event.
- “Event participants” means a person in attendance at an event, including spectators, vendors, event staff, city staff and all other present for the purpose of the event.
- “Event management company” means an entity with expertise in managing special events.
- “Expressive activity” means the conduct of activity for which the sole or principle purpose is the expression, dissemination, or communication by verbal, literary, or auditory means of political or religious opinion, views, or ideas and for which no fee or donation is charges or required a s a condition of participation in or attendance at such activity. For purposes of this chapter, expressive activity does not include fairs, festivals, concerts, performances, parades, athletic events, fundraising events, or events in which the principle purpose is entertainment.
- “Fair/festival/carnival” means a stationary event, held for one or more days.
- “Fundraising event” means a special event held by a nonprofit entity that is primarily for the purposes of fundraising for the benefit of the sponsoring organization or nonprofit.
- “Master Event business license” means a license that is applicable for events in which multiple vendors or dealers are selling goods or services at a single location, and individual vendors are not required to obtain separate business licenses, and which meets the city’s criteria for dates and duration.
- “March” means an organized walk or event whose principle purpose is expressive activity in service of a public cause.
- “Nonprofit or charitable organization” means an organization, corporation or association organized and operated for the advancement, appreciation, public exhibition or performance, preservation, study and/or teaching of the performing arts, visual arts, history, science, or a public charity providing social or human services or public education and which is currently recognized by the United States of America as exempt from federal income tax pursuant to Section 501(c)(1) or (3) of the Internal Revenue Code as now existing or hereafter amended.
- “Parade” means any organized group marching or in procession, whether on foot, animal, or vehicle, held on public streets, sidewalks, trails, and/or public place.
- “Race/run” means an organized event conducted on a public street, sidewalk, or trail in which 10 or more persons participate by walking, running, riding a bicycle, or operating a wheelchair.
- “Rally” means a gathering whose principle purpose is expressive activity, especially one intended to inspire enthusiasm for a cause.
- “Sidewalk” means that portion of a right-of-way, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel.
- “Sign” means any sign, pennant, flag, banner, inflatable display, or other attention-seeking device.

- “Site map” means a map and plan developed by the applicant to identify the key features and elements of the special event at the specified special event venue.
- “Special event committee” mean representatives assigned by their respective department directors to represent the interests of their department or division as it relates to the issuance of special event permits.
- “Special event” means any activity including, but not limited to a fair, festival, concert, demonstration, rally, performance, show, parade, run/walk/cycle, or other publically attended activity, entertainment or celebration which is held in whole or in part upon publically owned property, streets, sidewalks, trails, walkways or on other public rights-of-way, or if occurring on private property, will nevertheless affect, impact or interfere with the standard, ordinary and normal use of public property, streets, rights-of-way, walkways, or sidewalks by the general public within the vicinity of such event and/or requires the use of city services.
- “Special event permit” means a permit issued under this chapter.
- “Special event venue” means that area or location for which a special event permit has been issued.
- “Sponsor” means the person, business, or group responsible for the special event, or the organization that provides financial or other resources for the conduct of a special event.
- “Street” means any place that is publically maintained and open for use by the public for purposes of vehicular travel, including highways.
- “Temporary use permit” means a mechanism by which the city may permit a use on a temporary basis, including: mobile services; group retail sales (swap meets, parking lot sales), retail sales such as Christmas trees, seasonal or agricultural sales, firewood; vending carts; outdoor art and craft shows and exhibits.
- “Tourism event” means any special event that furthers the city’s economic development goals, and is primarily intended to attract participants from out of the immediate area and is eligible to receive funding from lodging tax funds. The receipt of lodging tax funds granted by the city for an event may be contingent upon the issuance of a special event permit and the successful implementation of the event.
- “Traffic management plan” means a plan developed by the applicant to identify and mitigate traffic and parking impacts, to propose vehicle and pedestrian route detours, and other solutions necessary to provide for traffic safety at a special event.
- “Vendor” means any person who sells or offers to sell any goods, food, or beverages within a special event.

#### **050 Special event permit required.**

Except as provided elsewhere in this chapter, any person or entity who conducts, promotes, sponsors or manages a special event that affects the standard and ordinary use of public property, streets, right-of-way, walkways, trails, and/or sidewalks, or if occurring on private property, will nevertheless affect, impact, or interfere with the standard, ordinary and normal use of public property, streets, rights-of-way, walkways, or sidewalks by the general public within the vicinity of such event and/or requires the use of city services, shall first obtain a special event permit from the city.

#### **060 Special event committee and special event permit coordinator.**

A special event committee is hereby created to carry out the provisions of this code. In order to assure working representation from appropriate departments, the special event committee shall consist of, at a minimum, one department representative from each of the following: Police – Traffic Division, Fire

Prevention, Fire Operations, Park Operations Division, Development Services Division, Public Works – Civil Construction, Public Works – Traffic Operations, Recreation Division - Events, Public Works - Street Maintenance Division, Public Works - Construction Division, Economic Development-Tourism/Parking, Planning - Business Licensing, Planning - Code Compliance, Public Works - Natural Resources.

The special event permit coordinator shall be from the lead department, and shall provide for the receipt of special event permit applications and fees, maintaining committee records, communications, scheduling committee meeting times, and issuing permits on behalf of the city.

#### **070 Powers of the special event committee.**

The special event committee shall have the power to:

1. Interpret and administer this code;
2. Review special event applications;
3. Represent the city, under the authority of the Mayor and the Parks and Recreation Department Director, in discussions and in maintaining agreements with the event organizer;
4. Coordinate with city departments and other government agencies for the provision of city services for special events;
5. Impose reasonable terms and conditions for granting the special event permit, and the time, venue and manner for the event, based on the provisions of this chapter;
6. Establish appropriate fees for city support services, and for the use of the special event venue, based on the provisions of this chapter;
7. Recommend approval or denial of special events permits to the Parks and Recreation Department Director, pursuant to the procedures established;
8. Prepare and adopt procedures for the purpose of administering this code, as necessary.

#### **080 Exceptions to special event permit requirement.**

Although not required to be issued a special event permit, an event organizer of an activity exempted from this chapter is required to comply with all local, state and federal laws and regulations governing public safety or health.

The following activities are exempt from having to obtain a special event permit:

1. Funeral procession by a licensed mortuary;
2. Public gatherings of one hundred (100) or fewer people held exclusively in a city park (or a public gathering not exceeding the stated capacity of the park space/facility), unless merchandise or services are offered for sale or trade to the public, in which case a Park Use Permit may be required;
3. Temporary sales conducted by businesses, such as holiday sales, grand opening sales, sidewalk sales, or anniversary sales that do not impact street or sidewalk rights of way (A Temporary Use Permit may be authorized by the Planning Director if the proposed use complies with the provisions in the Temporary Use code.);
4. Garage sale, rummage sales, lemonade stands and car washes;
5. Private events and social gatherings and events held entirely on private property that do not involve the use of or have an impact on public property, facilities or streets, other than for lawful parking, and do not require the provision of city public safety services;
6. Activities conducted by a government agency acting within the scope of its authority; and
7. Lawful picketing on sidewalks.

## **090 Application and processing of permits and post event evaluation.**

A special event permit must be obtained from the city to conduct a special event. The following procedure applies:

1. An application shall be submitted to the city at least 90 days prior to the date of the proposed event to allow adequate time for review.
2. Applicant is required to submit a complete application with information about the proposed event. This may include, and not be limited to, a site map/route map, event schedule and program of activities, hours of operation, security and public safety plan, emergency plan, garbage and recycling plan, traffic management plan. Specific requirements shall be determined by the special event committee.
3. The special event committee shall review the application and determine if the event can be accommodated.
4. The special event committee shall communicate or meet with applicant to discuss proposed location/routes, activities, attendance and to discuss comments received, possible terms and conditions, and fees.
5. The special event committee shall make a decision on the application and set any terms and conditions and fees, and notify applicant of approval.
6. Upon approval of an application for a special event permit, the special event permit coordinator shall provide the applicant with a statement of the estimated cost of city services, equipment, materials, and permit fees.
7. Upon payment of the permit fees by the applicant, the special event permit coordinator shall issue the permit.
8. Estimated city services required in connection with a special event must be paid in full by the applicant no later than thirty (30) days in advance of the event. Failure to pay may result in a denial or cancellation of city services. The special event committee shall notify the city council of approval of events.
9. As determined by the special event committee, and at least fifteen (15) days prior to the scheduled date of the special event, the applicant shall provide notification to the affected surrounding area regarding special event approval and activities of the event, date(s), times(s), location/route, and possible impacts of the event.
10. A post-event evaluation shall be conducted by the special event permit coordinator and/or special event committee. The evaluation may include a survey of affected residents and/or businesses, and a meeting with the event organizer and the special event committee.

## **100 Conditions affecting the decision and issuance of a special event permit.**

In deciding whether to approve, approve with conditions, or deny a permit, the special event committee shall determine whether all of the following criteria are met:

1. The application is complete and accurate;
2. The event, as proposed, can be conducted in a safe manner;
3. The event, as proposed, will not substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its route;
4. The event provides for adequate health, sanitation and garbage services;
5. The special event will not require the diversion of police and fire resources from their normal duties;

6. The special event will not cause irresolvable interference with previously approved and/or scheduled construction, development, maintenance, or other activities, including, but not limited to, another special event, in the public right-of-way or at a public facility;
7. The location of the event will not cause a material adverse impact, unnecessary disruption or hardship to adjacent residential or business access and traffic circulation;
8. The special event applicant has submitted the plans, as required for each specific event or activity;
9. The applicant complies with all terms and conditions of the permit, including submitting fees and deposits, and providing proof of insurance, bonds and hold harmless to the city.

#### **110 Standards for denial or revocation of special event permit.**

All permits issued pursuant to this chapter shall be temporary and do not vest any permanent rights. The reasons for denial or revocation of a special event permit by the special event committee include, and are not limited to:

1. Disruption of traffic within the city is beyond practical resolution;
2. The special event will interfere with the movement of police, fire, medical aid ambulance and/or other emergency vehicles on the streets, or access to fire stations and fire hydrants;
3. The special event will violate public health or safety laws, or will fail to conform to the requirements of law or established city policy;
4. The applicant demonstrates an inability or unwillingness to conduct a special event pursuant to the terms and conditions of this chapter;
5. The event, as proposed, will require the support or diversion of city personnel (such as police, fire, parks, and public works) that would unreasonably disrupt or deny protection or service for city functions;
6. The proposed venue cannot safely and reasonably support the number of estimated event attendance;
7. The applicant has not obtained the approval of, or obtained other permits that may be required from, other public agencies within whose jurisdictions the special event or portion thereof will occur;
8. The applicant has not provided for adequate first aid, emergency medical services, participant or crowd control, or emergency response planning, based on special event risk factors;
9. The special event will create the imminent possibility of violent disorderly conduct likely to endanger public safety or to result in significant property damage;
10. Disaster, public calamity, riot, or other emergency situation exists;
11. The applicant has not paid all fees due from a previous special event;
12. The applicant has provided incomplete or false information in the application;
13. The applicant has made application fewer than 90 days prior to proposed special event date;
14. The applicant has failed to comply with any term of this chapter or with any condition of a special event permit previously issued to the applicant.

#### **120 Denial of a special event permit application – Appeal of denial or revocation.**

If the special event committee makes a recommendation to deny the application for the special event permit, or revoke the permit for the special event, the applicant shall be notified in writing as soon as is reasonably practicable.

1. The denial of a special event permit may be appealed to the Hearing Examiner.

2. An appeal shall be made in writing within seven (7) calendar days of the date of the written denial. An appeal is made by filing a written petition with the special event permit coordinator, setting forth the grounds for the appeal and any documentation in support of the appeal.
3. The Hearing Examiner shall consider and decide the appeal as soon as is reasonably practicable and issue a written decision.
4. Revocation of a special event permit may be appealed by the same process as an appeal which results from a denial of a permit.

### **130 Conditions of special event approval and additional permits.**

The city may issue a special event permit in accordance with the terms of the application, or may condition the issuance of a special event permit by imposing reasonable terms and conditions. These conditions may include, but are not limited to: time, place and manner of the event; compliance with health and sanitary regulations, emergency services, and security; and other such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic. Additional permits may be required to meet the conditions established by the permit, and/or other city codes. A special event permit may include the following information, terms and conditions:

1. The conditions or restrictions on the service, use or sale of alcoholic beverages;
2. The conditions for business licenses for dealers or vendors selling goods or services;
3. The provisions for any city support services required or requested in connection with a special event;
4. In order to accommodate other concurrent events, the rights of abutting owners, and/or the needs of the public to use streets or parks, the conditions may also include: reasonable adjustments in the date, time, route or location of the proposed event; accommodations for pedestrian or vehicular traffic using the street; and limitation on the duration of the event.
5. Other information or conditions as are reasonable and necessary for the conduct of the special event, including the requirement for a professional event management company to produce an event, or for the on-site presence of the event organizer or its designated representative for all special event coordination and management purposes.
6. The applicant may be required to do a walk-through of the event site with the special event permit coordinator and/or other city personnel prior to and after the event, and to make adequate provisions for site safety, cleaning the area or route to the same condition of material preservation and cleanliness as existed prior to the special event.
7. The applicant will be required to reimburse the city for all expenses associated with repairs for damage to property or additional clean-up necessary as a direct result of the event. These items/charges will be discussed during a walk-through with the special event permit coordinator and/or other city personnel after the event. Payment for these items/charges will be due no later than 30 days after the event.

### **140 Hold harmless.**

As a condition of the special event permit application under this chapter, the applicant shall agree to defend, indemnify and hold harmless the city, its officers, employees and agents, for any and all suits, claims or liabilities caused by, or arising out of any use authorized by any such permit.

### **150 Insurance required.**

Applicant is required to obtain and present evidence of comprehensive general liability insurance coverage in a form acceptable to the city, and naming the city as an additional insured. Certificates of

insurance are to be submitted to the city for approval 30 days prior to the day of the event. Limits of coverage shall be determined by the city's risk manager at the time of application. The city's risk manager may require the applicant to obtain additional insurance coverage, based on the level of risk associated with the event. The city shall not be deemed to have assessed all the risks that may be applicable to the event. Applicant shall be responsible for assessing the risks of the event and obtaining additional insurance coverage if appropriate and prudent.

#### **160 Application and permit fees, additional fees and cost recovery.**

A non-refundable application fee for permit processing is required at the time of application. This fee is established by council resolution, in accordance with Ordinance No. 1480 and periodically adjusted in accordance with Resolution No. 1072, establishing the Parks and Recreation Department User Fee Schedule, and as amended by succeeding resolutions amending the schedule.

Special event permit fees are based on a flat fee schedule, depending on the type of event, duration and participation level. These fees are established by council resolution in accordance with Ordinance No. 1480 and periodically adjusted in accordance with Resolution No. 1072, establishing the Parks and Recreation Department User Fee Schedule, and as amended by succeeding resolutions amending the schedule.

Additional fees associated with permit conditions (i.e., other permits or licenses required, International Fire Code permits, utilities, security, etc.) are in addition to the flat fee schedule. Additional fees and city costs associated with providing support services for the special event shall be estimated in advance documented, and provide to the applicant. Those costs incurred by the city in support of the event activities including, but not limited to, city staff wages and benefits, overtime, materials, and equipment shall be the actual total cost incurred by the city, and shall be the sole responsibility of the applicant/event organizer. Payment of these additional fees and estimated costs shall be paid in full not later than thirty (30) days in advance of the event.

#### **170 Refund of fees.**

Fees charged from the fee schedule are refundable, with the exception of the non-refundable application fee, if the special event is canceled after the permit is issued, and written notice is received by the special event permit coordinator thirty (30) days prior to the date of the event. Fees charged from the fee schedule will not be refunded for event cancellation notices received within thirty (30) days of the event date.

Refund of payment for direct City services may be made if the actual cost to the city for providing the service is less than the estimated cost. In that case, the city shall refund the applicant/event organizer within thirty (30) days after the event. If actual cost to the city for providing the services is greater than the estimated cost, the applicant/event organizer shall pay the additional charges within thirty (30) days after the event.

#### **180 Access – By police and fire personnel.**

All police officers of the City and/or the chief of police and the fire marshal shall have free access to special events for the purpose of inspection and to enforce compliance with the provisions of this chapter and other applicable city, county and state health, zoning, building, fire and safety ordinances and laws.

#### **190 Permit limited to permit holder and location.**

Any permit issued under the provisions of this chapter shall apply to a single licensee and to the location spelled out in the permit and shall not be transferable to other locations.

**200 Enforcement of code.**

In accordance with RMC 1.10 and 1.14.20, all special events shall comply with city regulations in an effort to protect the public and the environment while working cooperatively with affected residents, businesses and property owners.

**210 Applicability.**

All special events within the city shall be regulated by the provision of this chapter, regardless of whether a special event permit was obtained from the city prior to or after the effective date of the ordinance codified in this chapter.